

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA**

NOTICE TO MEMBERS OF THE BAR

The office of the clerk is now making images of most pleadings in civil cases available on RACER, through the court's Internet website. Any subscriber to RACER can read, download, store and print the full content of imaged documents. Documents in criminal cases, social security cases and documents sealed or otherwise restricted by court order are being blocked and will not be available on RACER.

In order to conform with the E-Government Act of 2002 and the policy of the Judicial Conference of the United States to promote electronic access to case files while also protecting personal privacy and other legitimate interests, the court has directed that the parties should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the Internet via RACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading. Social Security numbers, financial account numbers, dates of birth and the names of minor children.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal. This document shall be retained by the court as part of the record. The court requires the party to file a redacted copy for the public file.

In addition, exercise caution when filing documents that contain the following:

- 1) Personal identifying number, such as driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information; and
- 5) proprietary or trade secret information.

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all pleadings comply with the rules requiring redaction of personal data identifiers. **The clerk will not review each pleading for redaction.**